SUBJECT: The Automated Directives System (ADS)

Purpose

This monthly notice provides a listing of policy notices issued since the last
quarterly ADS CD update, Agency handbook status, description of the ADS, and
instructions for Windows 95 users on how to access the ADS CD.

Policy Notices Since ADS Compact Disk (CD) No.12

All Agency personnel have access to General Policy Notices and should read and
assimilate the new policies. The notices are distributed each evening from
the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes
within the Missions.

The following USAID/General Policy Notices have been issued since ADS CD No.
12. Please note: ADS CD 13 will be loaded to the USAID/W CD Tower and mailed
to the Missions at the end of February.

NOTICE NUMBER	DATE	SUBJECT
1041	10/29/98	Issuance of ADS 303
1103	11/02/98	Issuance of ADS 302
1223 & 1223a	12/16/98	Guidebook for Acquisition and Assistance for Managers & Cognizant Technical Officers
1227 & 1227a	12/18/98	New ADS Chapter ADS 528 Energy Management
1234 & 1234a	12/28/98	Revised ADS Chapter ADS 535 Real Property Management

No new Policy Notices were issued during the month of January.

The ADS chapters and references listed above are available on the ADS Web site
(http://www.info.usaid.gov or http://www.usaid.gov).

Electronic copies of these policy notices may also be obtained by sending an
E-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD No. 12 are on the OP web page (at
www.info.usaid.gov/procurement_bus_opp/procurement/cib) and are available from
M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library
and on the OP webpage.

Helpful TIPS When Using the ADS and ADS CD

Each month we will include a helpful hint for searching the ADS CD and/or ADS content tips. This month's tips pertain to Series 100, Organization and Executive Management and Windows 95.

Q1.   Are Handbooks 5 (Delegations of Authority) and 17 (AID
      Organization) still valid?
A1.   No. Handbook 5 was superseded by ADS chapter 103. Handbook
      17, was superseded by ADS chapters 101, 102, 104, and 105.

Q2.   Which offices are responsible for the ADS chapters within
      Series 100?
A1.   M/MPI/MC is the office responsible for ADS chapters 101,
      102, and 105.

      GC/LP is the office responsible for ADS chapters 103 and 106.

      M/HR/PPIM/PP is the office responsible for ADS chapter 104.

      ADS Chapters within Series 100:

      101   Agency Programs and Functions
      102   Agency Organization
      103   Delegations of Authority
      104   Performance of Commercial Activities Within USAID
      105   Committee Management
      106   Order of Succession During a National Security
                Emergency

Q3.   How do USAID/W Windows 95 Users Access the ADS CD?
A3.   USAID/W Windows 95 users must follow the steps below to access the ADS
CD.

      Step 1.   Click on the Microsoft "Start" Button
      Step 2.   Click on "NetApps"
      Step 3.   Click on "CDNET"

      Congratulations! You have successfully accessed the CD Tower. The
      remaining steps are the same as they were when you used Windows 3.1.

      Step 4.   Click on ADS*
      Step 5.   Click on the Run button**

      *Note: If you do not see the ADS CD listed, please click the "Search"
      button located in the bottom left hand corner of the gray box that
      appears on your screen. The system will then update your list of CDs.

      **Note: The gray box from your screen will disappear for a moment and
      then the ADS CD will appear.

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The following information has been updated to incorporate instructions for accessing the ADS CD with Windows 95.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as supplementary informational references. It contains five functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The five functional series are as follows:

        Series 100   Organization and Executive Management
        Series 200   USAID Program Assistance
        Series 300   Acquisition and Assistance Agreements
        Series 400   Personnel
        Series 500   Management Services

The *Interim Updates* are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, as well as a cross reference between the Handbooks and ADS chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DRCD) is No. 12.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, and still use Windows 3.1, access is obtained via the CD Server icon (located on Network Applications I on your desk-top computer). If you are a Windows 95 user, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

WINDOWS 95 Users:

        Step 1.   Click on the Microsoft Start Button
        Step 2.   Click on "NetApps"
        Step 3.   Click on "CDNET"

        Congratulations! You have successfully accessed the CD Tower. The steps

from here on are the same as they were when you used Windows 3.1.

Step 4.   Click on ADS*
Step 5.   Click on the Run button**

*Note: If you do not see the ADS CD listed, please click the "Search"
button located in the bottom left hand corner of the gray box that
appears on your screen. The system will then update your list of CDs.

**Note: The gray box from your screen will disappear for a moment and
then the ADS CD will appear.

Components of the ADS may also be accessed via the Intranet and the Internet.
These sites currently do not contain the valid handbook chapters. In
addition, the Internet (unlike the Intranet) does not have the Personnel
Series (400) and Interim Updates for Series 100 and 500.

USAID/General Policy Notices are placed on the web sites either as Interim
Updates or as a new or revised ADS chapter (replacing the old chapter, if
any), usually within 72 hours of their issuance. Therefore, the ADS web sites
will reflect policy updates sooner than the ADS CD. Access to the ADS
material may be obtained by accessing:

1. the Intranet (at www.usaid.gov, and then click on "ADS" under "Info.
Services"); or

2. the Internet (at www.info.usaid.gov, under "Publications", and then
click on "ADS: Automated Directives System--Formerly the USAID
handbooks").

Point of Contact: Cynthia Ginyard, M/AS/IRD, (202) 712-0798 or you may send
an E-mail to: ADS@M.AS.IRD@AIDW.

Notice 0219